



LITTLE SHELL TRIBE

NOTICE OF EMPLOYMENT OPPORTUNITY

POSITION TITLE: Chronic Disease Prevention Specialist II

EMPLOYER: Little Shell Tribe of Chippewa Indians of Montana

CLASSIFICATION: .Non-exempt; hourly

LAST CLASSIFICATION DATE: June 2023

CLOSES: July 14, 2023

**This position is grant funded. Continuance of this position will depend on continuance of the grant to the LST.*

I. General Description of Work

This position will work within our programs on suicide prevention, early intervention, opioid prevention, harm reduction, and provision of treatment and recovery resources to LST members.

This position will work to coordinate the efforts of the Region 3 Advisory Board to increase access to naloxone, Medication for Opioid Use Disorder (MOUD), and recovery support services. This position will also work to coordinate key stakeholders in order to ensure opioid prevention, harm reduction, treatment and recovery resources to the right people in the right locations.

This position will also work to implement the Zero Suicide model while working with partner organizations to provide services, activities, events and trainings to 10-24 year-old Urban Native youth.

The following information is not intended to be an all-inclusive or restrictive list of qualifications or job expectations.

A. Program Management & Responsibilities

- Work with MTPHI to design, plan and implement program
- Engage and collaborate with the other tribes, Urban Indian Health Center here in Great Falls, health centers and public health departments, businesses and community members to provide training, access to Naloxone and resources
- Host outreach events and attend events held by other organizations. Provide consistent social media messaging and information. Work to find the best outlets for suicide prevention education, Naloxone education and distribution which will have the highest impact
- Hold discussions and planning sessions regarding needle exchange and other harm reduction strategies
- Request formal resolutions from other Tribal Councils or Board of Directors in support of these initiatives
- Organize meetings, events and activities
- Work to create partnerships with organizations in order to integrate suicide prevention into their programs
- Creation of a formal group of 10-24 year-olds who meet on a regular basis to share culture and prevention education
- Create an evaluation plan for the project, obtain feedback from community leaders, identify barriers, create a strategic plan with action items and share results. Evaluate the strengths, assets, and resources of each community
- Formal and informal activities to ensure engagement of all counties and tribes
- Work with communities to identify priorities, overall direction, and decision making. Support community-driven engagement whenever possible
- May attend meetings, as directed, and provides an up-to-date report on programming; maintains official records of Community Health Worker related actions.
- Collaborates with all Little Shell tribal departments and programs on the shared mission; works to find synergies across tribal programming in order to bring together different departments where possible to provide a broader and more effective range of services
- Other job duties as assigned

B. Fiscal Management & Responsibilities

- Works with the Little Shell Tribal Health Department to maintain and review program operating budget. Monitors financial activities with the assistance of the finance department.
- Consistent with the Tribe's procurement policy, approves all purchases, changes, and other program obligations of funds.
- Explore opportunities to leverage funds to increase budgetary opportunities.

II. Supervision Received

This position reports directly to the Community Health Worker Supervisor for approval of the establishment of programming, planning, policy development, and other complex decision-making.

III. Supervision Exercised

No supervision is required with this position.

IV. Working Relationships

Relationships are typically with Tribal, State and Federal officials, clients, individuals in other agencies and tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

V. Working Conditions & Location

Office and shop environments with exposure to common hazards and normal effort required. Position spends a considerable amount of time in the office and aboard our mobile medical units. The position will be located in Great Falls, Montana at the Little Shell Tribal Headquarters.

VI. Qualification Requirements

A. Minimum Training and Experience – Bachelor's degree in a health-related field is preferred.

B. Knowledge – Considerable knowledge of program management; understanding and knowledge of public health and social services and resources. working knowledge of day to day program and health operations and working knowledge of applicable federal agency policies and procedures; knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.

C. Skills –Must be able to move products or equipment up to 50lbs and work with sharp and/or hot equipment; completion and certification of a state or local government approved server training program.

D. Abilities – Ability to communicate effectively orally and in writing; ability to function in a culturally diverse environment; ability to maintain a liaison with other local housing authorities; ability to establish and maintain effective working relationships with others.

E. Necessary Special Requirements – Must possess a valid driver's license and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences.

F. Client Service Skills – Must possess superb client service skills and be able to effectively communicate with clients about Little Shell program services.

VII. Conditions of Employment

- A.** Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B.** Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C.** Candidates must possess a valid driver's license and meet insurability requirements of the Tribe.

VIII. Indian Preference

The position is subject to the Little Shell Tribe's Indian Preference Policy.

IX. How to Apply

Qualified candidates must submit the following materials to m.wendland@lstribe.org:

- A.** Resume
- B.** Cover Letter
- C.** Salary Expectations or History

Any questions should be directed to the following m.wendland@lstribe.org.